

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
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CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19"); and

WHEREAS, many important functions of State and Local Government are executed by "public bodies," as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention ("CDC") and the Massachusetts Department of Public Health ("DPH") have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

NOW THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

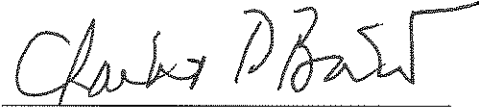
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 6:40 PM this 12th day of
March, two thousand and twenty.

A handwritten signature in dark ink, appearing to read "Charles D. Baker". The signature is written in a cursive style with a horizontal line underneath it.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts



Town of Arlington Notice of Meeting

In accordance with the provisions of Massachusetts General Laws,
Chapter 39, Section 23B, notice is hereby given of a meeting of the:

Finance Committee

Wednesday, February 17, 2021

7:30 p.m. – 10 p.m.

Conducted by Remote Participation - Zoom Meeting

AGENDA ITEMS:

- Virtual Open Meeting protocol and roll call
- Chair's comments
- Minutes for approval
- Call for budgets
- Water Bodies
- Town Manager
- Additional budgets
- Old business
- New business
- Adjourn

Charlie Foscett is inviting you to a scheduled Zoom meeting.

Topic: Finance Committee Meeting

Time: February 17, 2021 07:30 PM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://town-arlington-ma-us.zoom.us/join/tJwofumgpzItG9eKIPf-kigDj22eZfQ5YxNI>

After registering, you will receive a confirmation email containing information about joining the meeting

Members of the public are asked to send written comments to ediggins@town.arlington.ma.us

Documents regarding agenda items will be made available via the Town's website.

<https://www.mass.gov/doc/open-meeting-law-order-march-12-2020/download>

By Charlie Foscett, Chairman Finance Committee

Water Bodies Program Analysis									
Expense Detail - Actual and Projected									
The purpose of this schedule is to provide a breakout of the expenditure detail that is summarized on the preceding tab.									
Detail - FY2019 - Budget	Spy Pond	Reservoir	Hills	McClennen	Other	FY Total	Spent to date	\$\$ available	
treatment/sonar - spend in FY22	14000					14,000			
treatment/reward	10450					10,450	12600		
water chestnuts/hand pull		15000				15,000	15000		
algae treatment	5000					5,000			
water quality testing/plant id/Hills Pond	10000	1500	4000			15,500	1730		
spy permitting						-			
McClennen detention basin				10,000		10,000	10,000		
ConsCom - other water bodies	-	-	-		5000	5,000	3,495	-	
Total	\$ 39,450	\$ 16,500	\$ 4,000	\$ 10,000	\$ 5,000	\$ 74,950	\$ 42,825	\$ -	
Detail - FY2020 - Budget	Treatment	Monitoring/Analysis	Management Plan	Report	Other	Comments	FY Total	Spent to date	Available
Spy Pond	12,000		3,500	1,500		herbicide treatments, surveys, management plan, report	17,000	19,070	(2,070)
Reservoir	15,000			1,500		mechanical treatments (half pond), survey, report	16,500	16,000	500
Hill's	2,500			1,500		herbicide treatments, algae treatments, report	4,000	4,561	(561)
McClennen		2,000				flocculation monitoring and analysis	2,000	895	1,105
Sonar (spend in FY2021)	14,000					final request for FY2021 Sonar treatment	14,000		14,000
Other	5,000				10,000	Spy Pond algae treatments	15,000	6,000	9,000
TOTALS	\$ 48,500.00	\$ 2,000.00	\$ 3,500.00	\$ 4,500.00	\$ 10,000.00		\$ 68,500.00	\$ 46,526.08	\$ 21,973.92
Detail - FY2021 - Budget	Treatment	Monitoring/Analysis	Management Plan	Report	Other	Comments	FY Total	Spent to date	Available
Spy Pond	12,000	3,500		1,500		treatments, report	17,000	5,700	11,300
Reservoir	20,000		10,000	1,500		mechanical treatments (full pond), survey, management plan, report	31,500	24,840	6,660
Hill's	2,700			1,500		herbicide treatments, algae treatments, report	4,200	2,753.15	1,447
McClennen		-				potential follow-up	-		-
Sonar						Sonar treatment	-	30,623	(30,623)
Other	6,000				-	misc algae treatments, etc	6,000		6,000
TOTALS	\$ 40,700.00	\$ 3,500.00	\$ 10,000.00	\$ 4,500.00	\$ -		\$ 58,700.00	\$ 63,916.15	\$ (5,216.15)
Detail - FY2022 - Budget	Treatment	Monitoring/Analysis	Management Plan	Report	Other	Comments	FY Total	Spent to date	Available
Spy Pond	12,000	9,600		1,500		treatments, report, hand pulling	23,100		23,100
Reservoir	20,000			1,500	3,000	mechanical treatments (full pond), report	24,500		24,500
Hill's	2,900			1,500		herbicide treatments, algae treatments, report	4,400		4,400
Sonar (spend in FY2025)	5,000					potential follow-up	5,000		5,000
Other	3,000					misc algae treatments, etc	3,000		3,000
TOTALS	\$ 42,900.00	\$ 9,600.00	\$ -	\$ 4,500.00	\$ 3,000.00		\$ 60,000.00	\$ -	\$ 60,000.00
Detail - FY2023 - Budget	Treatment	Monitoring/Analysis	Management Plan	Report	Other	Comments	FY Total	Spent to date	Available
Spy Pond	12,000	3,500		1,500		treatments, report, hand pulling	20,000		20,000
Reservoir	20,000			1,500		mechanical treatments (full pond), report	21,500		21,500
Hill's	3,100			1,500		herbicide treatments, algae treatments, report	4,600		4,600
Sonar	5,000						5,000		5,000
Other	3,000					misc algae treatments, etc	3,000		3,000
TOTALS	\$ 43,100.00	\$ 3,500.00	\$ -	\$ 4,500.00	\$ -		\$ 54,100.00	\$ -	\$ 54,100.00
Detail - FY2024 - Budget	Treatment	Monitoring/Analysis	Management Plan	Report	Other	Comments	FY Total	Spent to date	Available
Spy Pond	12,000	3,500		1,500		treatments, report, hand pulling	17,000		17,000
Reservoir	20,000			1,500		mechanical treatments (full pond), report	21,500		21,500
Hill's	3,100			1,500		herbicide treatments, algae treatments, report	4,600		4,600
Sonar	5,000						5,000		5,000
Other	3,000					misc algae treatments, etc	3,000		3,000
TOTALS	\$ 43,100.00	\$ 3,500.00	\$ -	\$ 4,500.00	\$ -		\$ 51,100.00	\$ -	\$ 51,100.00

	A	B	C	H	I	J	K	L	M	N	O	P	Q	R
1	Water Bodies Program Analysis													
2	Version Date: 2/11/2021 - EAS													
3														
4														
5	The purpose of this schedule is to show activity of the Water Bodies Account over several years, specifically with a 5 year review of revenue and expenditures, current year projection, and the three years of budget based on current information available.													
6	Please note that the difference between fiscal years is one day. The ending balance as of 6/30 each year is carried forwarded to the top of the subsequent column as the opening, 7/1 balance.													
7														
8														
9	Water Bodies Account History: 5 Years of Actual, Current Year Expected, 3 Years of Projected													
10	MUNIS #		FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Expected	FY22 Budget	FY23 Budget	FY24 Budget		
11														
12		Beginning Balance - 7/1	\$ 27,865	\$ 58,915	\$ 38,436	\$ 50,110	\$ 84,118	\$ 112,968	\$ 111,198	\$ 79,535	\$ 74,535	\$ 75,435		
13														
15														
16	230 4972	Revenue/Appropriation	\$ 40,000	\$ 40,000	\$ 50,000	\$ 55,000	\$ 60,000	\$ 50,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000		
17	230 4831	Revenue/Donations	\$ 1,800	\$ 800	\$ 1,950	\$ 1,450	\$ 1,800	\$ 1,800						
18														
19	230 5299	Expenses - Spy Pond	\$ -	\$ (41,279)	\$ (15,280)	\$ (10,155)	\$ (25,450)	\$ (25,070)	\$ (17,000)	\$ (23,100)	\$ (20,000)	\$ (17,000)		
20		Spy Pond Sonar							\$ (30,623)			\$ (35,000)		
21	230 5299	Expenses - Reservoir	\$ (10,750)	\$ (20,000)	\$ (15,000)	\$ (15,000)	\$ (16,500)	\$ (16,500)	\$ (24,840)	\$ (24,500)	\$ (21,500)	\$ (21,500)		
22	230 5299	Expenses - Hills	\$ -	\$ -	\$ -	\$ (1,287)	\$ (4,000)	\$ (4,000)	\$ (4,200)	\$ (4,400)	\$ (4,600)	\$ (4,600)		
23	230 5299	Expenses - McClennen			\$ -	\$ (10,000)	\$ (10,000)	\$ (2,000)	\$ -					
24	230 5299	Expenses - CC Other	\$ -	\$ -	\$ (9,996)	\$ -	\$ (5,000)	\$ (6,000)	\$ -	\$ (3,000)	\$ (3,000)	\$ (3,000)		
25														
26		Ending Balance - 6/30	\$ 58,915	\$ 38,436	\$ 50,110	\$ 84,118	\$ 112,968	\$ 111,198	\$ 79,535	\$ 74,535	\$ 75,435	\$ 44,335		
27														
28		Reserve for Spy Pond Sonar Treatment			\$ 14,000	\$ 28,000	\$ 42,000	\$ 56,000	\$ 25,377	\$ 30,377	\$ 35,377	\$ 5,377		
29														
30		Net Available Fund Balance			\$ 36,110	\$ 56,118	\$ 70,968	\$ 55,198	\$ 54,158	\$ 44,158	\$ 40,058	\$ 38,958		
31														
32								Total Expenses	\$ (53,570)	\$ (76,663)	\$ (55,000)	\$ (49,100)	\$ (81,100)	
33														

2020 Water Bodies Assessment and Recommendation Report

Arlington Conservation Commission

February 11, 2021

The Arlington Conservation Commission (ACC), through its Water Bodies Working Group (WBWG), continued the assessment of fourteen water bodies in the Town of Arlington, including five lakes and ponds and nine streams. A majority of these are negatively impacted by polluted runoff and stormwater discharges due to the highly urban nature of Arlington and surrounding towns. Most of these water bodies also have excessive aquatic invasive plants that degrade water quality, impede recreational use, and degrade aesthetics. In determining which water bodies could benefit from management measures using Town funding, the WBWG took a triage-based approach:

1. Water bodies that are in generally good shape, do not need much help, or whose issues are being addressed by other agencies or funding sources, e.g., Upper & Lower Mystic Lakes and Mystic River
2. Water bodies with some issues that could benefit from directed intervention, e.g. Spy Pond, Arlington Reservoir, Hills Pond, McClennen Park Detention Ponds (Reeds Brook)
3. Water bodies that are in poor shape with many issues that would need major efforts and additional funding to improve, e.g. Mill Brook and Alewife Brook.

Though the chemical treatments of several main water bodies must continue for the coming year to control aquatic invasives and harmful algal blooms, the WBWG is focused on obtaining the appropriate data to develop comprehensive management plans for Spy Pond, Arlington Reservoir, and Hills Pond. Our goal is to develop management plans where chemical use is only one step along with strategies to reduce inputs of nutrients to the water bodies, methods to manually remove aquatic plants, and techniques to prevent further spread and development of aquatic invasives.

Based on the 2020 analysis, the WBWG has identified the following priority locations for 2021.

Arlington Reservoir – A Town-owned water body in Arlington and Lexington with aquatic invasive water chestnuts that form dense, impenetrable mats at the water’s surface, which impair public use and water quality. These plants have been harvested mechanically every summer for many years and were again in 2020. For several years, the Mystic River Watershed Association (MyRWA) has been organizing hand harvesting events in the shallower areas but that was cancelled in 2020 because of COVID-19.

This water body was assessed as part of the Reservoir Master Plan project supported with CPA funding. One recommendation of that report was that the water chestnuts be harvested earlier than they have been in recent years in order to reduce seed production. In 2020 a study was conducted to evaluate the reservoir and its management practices. That study found:

Based on the data collected and observations during the survey, Arlington Reservoir is a shallow, eutrophic waterbody that has overall dense growth of aquatic vegetation. Of the five invasive species observed, three are very aggressive in their growth habits – water chestnut, curly-leaf pondweed, and Eurasian watermilfoil. As a result, there can be a significant decline in native vegetation and water quality. Management of these three species (and other non-native species) can improve water quality, recreational use, wildlife habitat, and aesthetic value.

The ACC is reviewing options for management of the Reservoir and may recommend additional actions beyond mechanical water chestnut harvesting.

There is also an on-going master plan for the Reservoir that primarily affects the land areas, but does include some bank restoration.

Hill's Pond – A small pond in the heavily used Menotomy Rocks Park with water quality and invasive plant problems. The Conservation Commission recommends continuing aeration, strictly limiting polluting activities near the pond or in areas that drain into the pond, maintaining a vegetated buffer strip around the pond four to ten feet wide of un-mowed grass or natural vegetation, and low-dose chemical treatments with aquatic herbicides to control algae and other detrimental water plants. Monthly site visits with proactive treatments in 2020 proved successful in reducing invasives, based on the annual report by the vendor, SOLitude. There was some algae growth that required treatment, but no harmful algal bloom (HAB) developed in 2020.

Mill Brook – The poor water quality of Mill Brook increased marginally in 2019 from D to a D+ (EPA/MyRWA 2019 Water Quality Report: <https://mysticriver.org/epa-grade/>). Mill Brook's poor water quality is primarily due to stormwater runoff; however, there may be illicit discharges to the brook from surrounding properties. The brook and its adjacent shore provide valuable wildlife habitat and opportunities for nature views.

The Mystic River Watershed Association (MyRWA) received CPA funds for improving public access, improving water quality, and reducing floodwaters along Mill Brook near Wellington Park.

In 2019, park construction included building more flood storage capacity and removing invasive terrestrial plants. The next phase of work, Phase III, will improve park amenities, improve stormwater quality, remove more invasive terrestrial plants, and create more robust native vegetated buffers along the brook's bank. Phase III construction will begin in Spring 2021 and is funded through CPA funds and a Judy Record Fund grant.



Phase III proposes to add native plantings and informal play components along Mill Brook in Wellington Park.

McClennen Park Detention Ponds on Reeds Brook – These stormwater detention ponds were created during the capping/closure of the landfill in this area, formerly called “Arlington Summer Street Landfill,” which was officially closed in 2006 with no further monitoring required. Technical contractor Woods Hole Group (WHG) submitted a memorandum report in 2019 summarizing their evaluation, based on site visits and sampling and analysis of surface water and sediment performed in 2018. WHG concluded that the observed iron flocculation at Reeds Brook does not constitute a condition of “readily apparent harm” (MassDEP terminology) to the environment of the wetland resource area. However, some sediment data

exceeded MassDEP sediment screening level benchmarks and several surface water samples exceeded the National Recommended Water Quality Criteria (NRWQC) for iron.

The ACC completed its goal in 2019 to investigate potential harm to the resource area of the iron flocculation at these detention ponds. Based on the findings, the WBWG concluded that there is no readily apparent harm to the resource area. However, given the findings of several metal concentrations that exceed screening levels, the ACC reported these findings in 2019 to the MassDEP Office of Solid Waste (OSW) and requested guidance or recommendations on further actions the Town might take. The WBWG has received no guidance from OSW in 2020. Therefore, since the 2019 report concluded that there is no “readily apparent harm” to the resource area, no additional investigations are planned at this time. The Town can decide if further investigations are warranted based on aesthetic values, as appropriate.

In 2020 the ACC in conjunction with Park and Recreation Commission and the Department of Public Works established a vegetated buffer strip around the ponds to control runoff and to improve wildlife habitat.

Spy Pond – One of Arlington's most heavily used open spaces for recreation, Spy Pond has an invasive plant problem within and around the pond. The surrounding managed landscape contributes to nutrient loading and low oxygen levels. Left untreated, invasive plants impair recreational use.

From 2017 to 2019, Spy Pond had problems with excessive aquatic vegetation despite yearly spot treatments. For 2020, the Working Group and Spy Pond Committee selected Sonar, a systemic herbicide that is effective in very low concentrations (parts per billion). Spy Pond was free of aquatic vegetation for most of the summer. The COVID-19 restrictions encouraged increased use of Spy Pond by sailboat, rowboat, kayak, fishing pole, and standup board. Spy Pond saw eagles, ospreys, cormorants, multiple mallard families, even a river otter. Because of the mild winter, there was no skating or ice fishing for the first time in memory.

The Spy Pond Committee produced an aquatic history of Spy Pond. It documents a 100-year problem with excessive nutrients, and a 60-year problem with excessive vegetation due to rooted, aquatic plants. The plan for 2021 is multiple, low-dose treatments. With less vegetation and less decayed biomass, algae will hopefully stay at the bottom of Spy Pond. The Working Group will seek scientific oversight of Spy Pond to improve its management.

The Conservation Commission approved MassDOT’s plan to dredge the sandbar in the northwest corner of Spy Pond. When completed in 2021, it will end a 25-year effort of the Spy Pond Committee.

Mystic River and Alewife Brook – The Mystic River retained a good EPA/MyRWA water quality rating of A- as in 2019. The Alewife Brook’s poor water quality remained at D in 2019 (EPA/MyRWA 2019 Water Quality Report: <https://mysticriver.org/epa-grade/>). In order to improve the water quality of the Mystic River and Alewife Brook, the Town is installing green infiltration infrastructure, such as rain gardens and infiltration trenches. Rain gardens and infiltration trenches have been constructed in East Arlington to filter pollutants out of stormwater before stormwater discharges to the Mystic River and Alewife Brook.

This work is managed by DPW and funded through Coastal Pollutant Remediation Grants from the Office of Coastal Zone Management (CZM). In 2020, a CZM grant was awarded with the partnership of the Mystic River Watershed Association (MyRWA) and the Town of Lexington. The grant will fund the construction of

more than 20 infiltration trenches in East Arlington. The trenches will reduce the amount of pollutants entering Alewife Brook and the Mystic River, improving compliance with the state stormwater permit. This grant expands on another CZM grant awarded to Arlington and MyRWA in 2019, through which two rain gardens and twenty trenches were constructed in East Arlington in 2020.

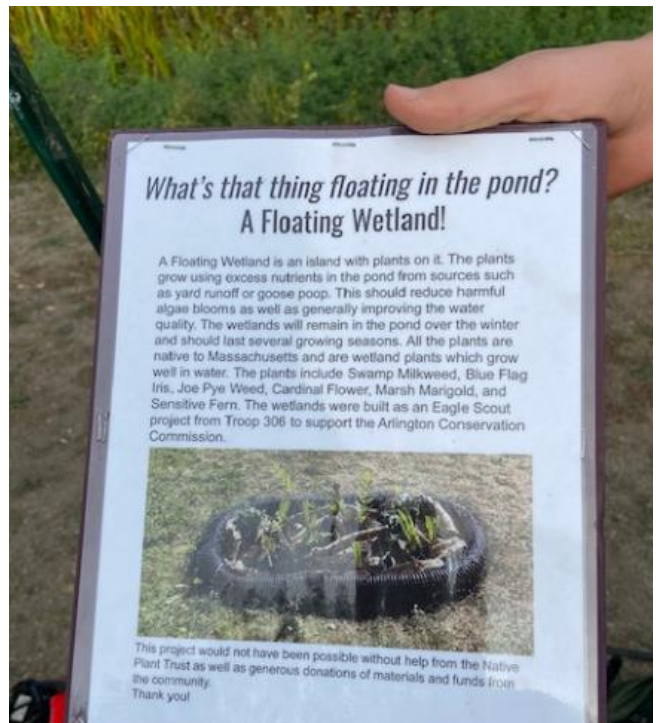


Two rain gardens were constructed at the Herbert Road/Milton Street intersection in 2020.

Floating Wetlands Pilot Project – In July 2020, the Conservation Commission approved an Eagle Scout project to install a series of floating wetlands in the McClennen detention basins and Hill’s Pond. The project’s goals included creating more wildlife habitat in the water bodies and removing excess nutrients from the water. The floating wetlands were installed in September 2020 and will remain in place until September 2021, after which the Eagle Scout program will assess the success of the floating wetlands



Floating wetlands were installed in McClennen Park and Hill’s Pond in 2020 as part of an Eagle Scout project. The floating wetlands support native plants to enhance wildlife habitat and reduce nutrients in the water bodies. The floating wetlands were constructed using corrugated plastic pipes, recycled water bottles, mesh, burlap bags, and zip ties. The floating wetlands are approximately 3’x4’ in dimension.



The Water Bodies Working Group has collected information for all the water bodies evaluated in support of this report. The Conservation Commission recommends that the Working Group monitor other locations that have not been identified above as a priority. All water body recommendations for actions and funding will be reviewed on an annual basis.

Respectfully Submitted by:

Water Bodies Working Group of the Arlington Conservation Commission:

David Kaplan

Chuck Tirone

David White

This report was approved by the Conservation Commission on February 4, 2021. The WBWG thanks Emily Sullivan, Conservation Agent, for her assistance in preparing this report.

Finance Committee Memo

Meeting with Manager 17 February 2021

Monday, February 15, 2021
12:24 PM

Dear Fellow Finance Committee Members:

You may recall that during our meeting of February 10th, in a review of the Town Manager's Budget, a number of questions were raised about M-Schedule salary changes and the suggestion was made to invite Town Manager Adam Chapdelaine to speak to us about these changes.

On Friday 12 February I spoke with Adam and report here on that conversation and on the upcoming visit to the Finance Committee on February 17th by Adam and Deputy Town Manager and Finance Director, Sandy Pooler.

1. There are no merit increases in the M-Schedule in the Manager's budget. There are contractual or classification required changes (e.g., steps or longevity).
2. I am chagrined to report that we were mis-interpreting the spreadsheet display and incorrectly read changes and their impacts.
3. In a conversation with Adam, he agreed with the Finance Committee concern over expense growth and the impact on the size of an override that might be required. In view of this and Peter Howard's request for more in-depth report on the five-year plan, Adam and Sandy have agreed to return to the Committee at our February 17th meeting to discuss the five-year plan.

An explanation of the Manager's Budget Table:

Version 1

									A	B	C	D	E	F		
FY 2022 SALARY DETAIL									FY2021	FY2022						
Previous Job			FY2022													
TOWN MANAGER			FTE	BU	Grade	Step	Step	Min	Max	Budget Book	New Pay	Base	Step	Longevity	Total	
CHAPDELAIN		TOWN MANAGER	1.00	MGMT		-		107,193	154,899	213,078	214,383	214,383			4,288	218,671
POOLER		DEPUTY TOWN MANAGER	1.00	MGMT	3	-	-	107,193	154,899	145,536	147,536	145,536	2,000		1,475	149,011
FEENEY		DEPUTY TOWN MANAGER	1.00	MGMT	3	-	-	107,193	154,899	137,860	139,860	137,860	2,000		2,797	142,657
LANZILLOTTI		PURCHASING OFFICER	1.00	MTP	12	8	8	76,486	98,967	98,967	98,967	98,967	0		900	99,867
DEFRANCISCO		ADMIN ASSIST/EXECUTIVE SECRETARY	1.00	MTP	6	7	8	57,666	74,616	70,619	73,267	70,619	2,648		500	73,767
ROMAN		PUBLIC INFORMATION OFFICER	1.00	MTP	13	8	8	81,840	105,896	105,896	105,896	105,896	0		900	106,796
WAYMAN		MANAGEMENT ANALYST	1.00	MTP	6	8	8	57,666	74,616	74,616	74,616	74,616	0		500	75,116
APPROPRIATION TOTAL:									846,572	854,525	847,877	6,648		11,360	865,885	
CPA Offsets			(0.40)						(37,088)	(42,895)	(42,495)	(400)		(659)	(43,554)	
Water/Sewer Offsets									(167,259)	(182,629)	(182,629)				(182,629)	
TAXATION TOTAL:			6.60						642,225	629,001	622,753	6,248		10,701	639,702	

Please notice in **Version 1** above with the exception of the manager's line, there is no increment in base. The column B shows a 1% increase in the Manager's base as required by the third year of his three-year contract. If you look at column C, you will see that the base amounts in all the other rows are the same as FY 2021 in column A. However, for these rows, Column B shows new pay as including the Step, in column D, but Not Longevity, in column E. For these rows, column F shows the correct totals for the rows, including no change in Base, the Step, where appropriate and longevity where appropriate. This is definitely confusing.

I have created **Version 2** below, which is perhaps a clearer presentation of the pay situation - no base increases, except for the Manager's contract, and Steps and Longevity where required by the M-Schedule on the Pay and Classification Plan which is attached to this email.

Version 2

FY 2022 SALARY DETAIL		FY2022							FY2021	FY2022				
TOWN MANAGER	Previous Job	FTE	BU	Grade	Step	Step	Min	Max	Budget Book	Base Increment	Base	Step	Longevity	Total
CHAPDELAINE	TOWN MANAGER	1.00	MGMT						213,078	1,305	214,383		4,288	218,671
POOLER	DEPUTY TOWN MANAGER	1.00	MGMT	3	-	-	107,193	154,899	145,536	0	145,536	2,000	1,475	149,011
FEENEY	DEPUTY TOWN MANAGER	1.00	MGMT	3	-	-	107,193	154,899	137,860	0	137,860	2,000	2,797	142,657
LANZILLOTTI	PURCHASING OFFICER	1.00	MTP	12	8	8	76,486	98,967	98,967	0	98,967	0	900	99,867
DEFRANCISCO	ADMIN ASSIST/EXECUTIVE SECRETARY	1.00	MTP	6	7	8	57,666	74,616	70,619	0	70,619	2,648	500	73,767
ROMAN	PUBLIC INFORMATION OFFICER	1.00	MTP	13	8	8	81,840	105,896	105,896	0	105,896	0	900	106,796
WAYMAN	MANAGEMENT ANALYST	1.00	MTP	6	8	8	57,666	74,616	74,616	0	74,616	0	500	75,116
APPROPRIATION TOTAL:									846,572	1,305	847,877	6,648	11,360	865,885
CPA Offsets		(0.40)							(37,088)	(42,895)	(42,495)	(400)	(659)	(43,554)
Water/Sewer Offsets									(167,259)	(182,629)	(182,629)			(182,629)
TAXATION TOTAL:		6.60							642,225	(224,219)	622,753	6,248	10,701	639,702

We will have to be especially careful in reviewing all the salary sections as the protocol followed is the same as Version 1 in all.

This presentation issue notwithstanding, the matter of increasing expenses and the impact on taxes is a critical one.

I am grateful to Adam and Sandy for agreeing to meet with us again on Wednesday and look forward to their discussion of the five-year plan.

Best,
Charlie

Attached: Pay and Classification Plan



CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

TOWN OF ARLINGTON

DEPARTMENT OF HUMAN RESOURCES

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PAY AND CLASSIFICATION PLAN

Fiscal Year 2021

GRADE	POSITION TITLES
SEIU-14	DP Systems Manager
SEIU-13	NO POSITIONS ASSIGNED
SEIU-12	Operations Manager - DPW
SEIU-11	Assistant Town Engineer Executive Director - COA Manager of Enterprise Applications - IT Supt. Of Building Maintenance Deputy Treasurer/Deputy Collector
SEIU-10	Senior Civil Engineer Grants Administrator
SEIU-9	Supervisor of Highway Supervisor of Water & Sewer Custodial Supervisor – Day Assistant Comptroller Supervisor of Bldg Maintenance
SEIU-8	Plumbing and Gas Inspector Master Mech/Public Safety Radio Coord. Wire Inspector/Supt. Of Wires

GRADE	POSITION TITLES
SEIU-7	Local Building Inspector Senior Programmer Supervisor of Motor Equip. Repairs Park Maintenance Supervisor Forestry Supervisor Cemetery Supervisor Program Supervisor - Recreation Recreation Facilities Supervisor Network and Desktop Support Technician
SEIU-6	Supervisor of Custodians - Night Senior Crime Analyst – Community Safety Director of Veteran's Services
SEIU-5	NO POSITIONS ASSIGNED
SEIU-4	Administrative Assistant – Police
SEIU-3	Assistant Town Clerk
SEIU-2	NO POSITIONS ASSIGNED
SEIU-1	NO POSITIONS ASSIGNED

FY21		1	2	3	4	5	6	7	8	9
	SEIU 1	36,733	38,110	39,540	41,021	42,559	44,156	45,812	47,532	48,483
	SEIU 2	40,815	42,345	43,933	45,580	47,289	49,066	50,903	52,811	53,867
	SEIU 3	46,323	48,060	49,865	51,733	53,673	55,687	57,774	59,942	61,141
	SEIU 4	52,808	54,789	56,846	58,975	61,190	63,482	65,864	68,334	69,701
	SEIU 5	55,451	57,530	59,686	61,928	64,246	66,655	69,157	71,751	73,186
	SEIU 6	57,945	60,118	62,373	64,712	67,139	69,656	72,270	74,978	76,478
	SEIU 7	60,552	62,825	65,178	67,624	70,160	72,790	75,519	78,351	79,918
	SEIU 8	62,674	65,022	67,460	69,990	72,616	75,339	78,163	81,093	82,715
	SEIU 9	64,865	67,296	69,820	72,439	75,156	77,975	80,898	83,930	85,609
	SEIU 10	67,137	69,654	72,267	74,976	77,787	80,704	83,731	86,870	88,607
	SEIU 11	71,163	73,833	76,600	79,474	82,453	85,544	88,755	92,084	93,926
	SEIU 12	76,857	79,741	82,728	85,831	89,015	92,389	95,854	99,449	101,438
	SEIU 13	82,239	85,322	88,520	91,840	95,282	98,857	102,563	106,413	108,541
	SEIU 14	89,639	92,999	96,486	100,104	103,861	107,755	111,795	115,988	118,308

* Step 9 awarded after 15 years of service

GRADE	POSITION TITLES
MTP-14	Town Engineer
MTP-13	Assistant Director of IT Public Information Officer Director of Youth Services
MTP-12	Assistant Director of Planning & Community Development Assistant Director of Public Works Munis Analyst and Project Manager Purchasing Officer Economic Development Coordinator Systems Analyst/Director of GIS
MTP-11	Director of Public Health Psychologist Senior Transportation Planner
MTP-10	Clinical Director - AYCC
MTP-9	Assistant Director - Recreation
MTP-8	Assistant Clinical Director – AYCC Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Public Health Nurse Senior Planner Assistant Director – Human Resources Energy and Project Manager Coordinator of Diversity, Equity and Inclusion

GRADE	POSITION TITLES
MTP-7	Health Compliance Off/Inspections Domestic Violence and Community Resource Specialist Social Worker - COA Technical Resource Administrator - P&CD
MTP-6	Executive Secretary/AA – TM Environmental Planner/Conservation Agent Supervisor Vol. Services Management Analyst – Town Manager Worker's Comp Claims Coordinator Paralegal Administrative Assistant – Facilities Tree Warden Medical Reserve Coordinator
MTP-5	Health Compliance Off/Sealer of W&M Office Manager – BOS Recycling Coordinator Homeless Outreach Coordinator
MTP-4	Benefits Administrator Senior Loan Officer
MTP-3	Administrative Asst. – BOS Pre-School Director After School Program Director
MTP-2	Assistant After School Program Director Medical Records Clerk
MPT-1	After School Instructor – Recreation Pre-School Instructor

FY21	1	2	3	4	5	6	7	8
MTP 1	36,555	37,924	39,348	40,824	42,355	43,943	45,591	47,298
MTP 2	40,617	42,140	43,721	45,359	47,061	48,825	50,657	52,554
MTP3	46,101	47,831	49,624	51,485	53,415	55,418	57,493	59,652
MTP 4	52,553	54,526	56,570	58,691	60,892	63,173	65,545	68,002
MTP 5	55,180	57,251	59,399	61,625	63,937	66,335	68,821	71,403
MTP 6	57,666	59,826	62,072	64,399	66,815	69,319	71,918	74,616
MTP 7	60,262	62,520	64,864	67,295	69,819	72,438	75,155	77,973
MTP 8	62,370	64,708	67,135	69,653	72,263	74,975	77,784	80,703
MTP 9	64,552	66,972	69,485	72,090	74,794	77,598	80,508	83,528
MTP 10	66,814	69,317	71,916	74,614	77,410	80,314	83,326	86,451
MTP 11	70,820	73,475	76,231	79,088	82,056	85,133	88,325	91,637
MTP 12	76,486	79,352	82,329	85,419	88,619	91,943	95,392	98,967
MTP 13	81,840	84,909	88,091	91,395	94,824	98,378	102,071	105,896
MTP 14	89,207	92,552	96,022	99,621	103,358	107,236	111,253	115,426

GRADE	POSITION TITLES
ATP 14 – ATP7 – No Positions Assigned	
ATP-6	Junior Civil Engineer CDBG/Grants Administrator Cash Manager
ATP-5	Assessor's Office Manager. Office Manager – Treas. (Data Input)
ATP-4	Head of Circulation Administrative Asst/Billing Agent AYCC HVAC Technician Office Manager - Fire
ATP-3	Animal Control Officer Assistant Facilities Coordinator - Recreation
ATP-2	Water Account Clerk
APT-1	No Positions Assigned

FY21	1	2	3	4	5	6	7	8
ATP 1	36,555	37,924	39,348	40,824	42,355	43,943	45,591	48,322
ATP 2	40,617	42,140	43,721	45,359	47,061	48,825	50,657	53,578
ATP3	46,101	47,831	49,624	51,485	53,415	55,418	57,493	60,676
ATP 4	52,553	54,526	56,570	58,691	60,892	63,173	65,545	69,026
ATP 5	55,180	57,251	59,399	61,625	63,937	66,335	68,821	72,427
ATP 6	57,666	59,826	62,072	64,399	66,815	69,319	71,918	75,639
ATP 7	60,262	62,520	64,864	67,295	69,819	72,438	75,155	78,996
ATP 8	62,370	64,708	67,135	69,653	72,263	74,975	77,784	81,726
ATP 9	64,552	66,972	69,485	72,090	74,794	77,598	80,508	84,551
ATP 10	66,814	69,317	71,916	74,614	77,410	80,314	83,326	87,475
ATP 11	70,820	73,475	76,231	79,088	82,056	85,133	88,325	92,661
ATP 12	76,486	79,352	82,329	85,419	88,619	91,943	95,392	99,991
ATP 13	81,840	84,909	88,091	91,395	94,824	98,378	102,071	106,921
ATP 14	89,207	92,552	96,022	99,621	103,358	107,236	111,253	116,450

<u>GRADE</u>	<u>POSITION TITLES</u>
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OFNU-1	No Positions Assigned
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OFNU-2	Sr. Clerk & Typist – Library Sr. Clerk & Typist - COA
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OFNU-3	Principal Clerk – Select Board Receptionist/Program Assistant – HHS
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OFNU-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Record Keeper - Inspections
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OFNU-5	Information and Referral Specialist – COA Assistant Benefits Coordinator - HR Grants Accountant
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OFNU-6	Assistant Claims Coordinator - Legal
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OFNU-7	No Positions Assigned
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fy21	1	2	3	4	5	6	7	8
OFNU 1	31,920	33,115	34,357	35,644	36,982	38,367	39,807	41,299
OFNU 2	33,514	34,771	36,074	37,427	38,831	40,289	41,798	43,365
OFNU 3	38,206	39,639	41,125	42,668	44,267	45,927	47,650	49,436
OFNU 4	39,924	41,422	42,974	44,589	46,259	47,993	49,794	51,663
OFNU 5	41,722	43,286	44,910	46,595	48,341	50,154	52,033	53,986
OFNU 6	44,851	46,535	48,279	50,087	51,967	53,915	55,937	58,035
OFNU 7	47,543	49,326	51,174	53,096	55,084	57,152	59,292	61,515

GRADE POSITION TITLES

OA-1	Telephone Operator
OA-2	Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant Senior Clerk & Typist - Police
OA-3	Pr. Acct. Clerk/Cashier - Treasurer Output Media Handler Pr. Clerk – Cemetery Pr. Clerk & Sec. - ZBA
OA-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Senior Library Assistant Asst. Reg. Voters Detention Attendant Zoning Assistant
OA-5	Administrative Assistant - DPW Head Cashier Pr. Sr. Acct. Cl./Bk. – Treasurer Pr. Acct. Cl./Bk. - Comptroller Pr. Clerk & Typist – Community Safety Assistant Collector (W) Assistant Collector (E) Records Attendant – Police Treasurer's Assistant Special Projects Clerk – Police Recreation Administrative Asst – Payroll Recreation Administrative Asst – Accounts Payable
OA-6	Administrative Assistant - Planning and Community Development Acct./Op. Asst. - DPW Assistant Collector (RE) Office Manager – Health and Human Services Office Manager – Library Senior Accountant
OA-7	Data Collector Information Technology Administrative Assistant

FY2021	1	2	3	4	5	6	7	8
1	31,920	33,115	34,357	35,644	36,982	38,367	39,807	42,323
2	33,514	34,771	36,074	37,427	38,831	40,289	41,798	44,390
3	38,206	39,639	41,125	42,668	44,267	45,927	47,650	50,460
4	39,924	41,422	42,974	44,589	46,259	47,993	49,794	52,687
5	41,722	43,286	44,910	46,595	48,341	50,154	52,033	55,010
6	44,851	46,535	48,279	50,087	51,967	53,915	55,937	59,058
7	47,543	49,326	51,174	53,096	55,084	57,152	59,292	62,539

GRADE POSITION TITLES

MC 8	Bldg Craftsman (Planning and CD) Working Foreman/Motor Equip. Rep. Electrician Plumber HVAC Technician II Working Foreman - Tree Climber Working Foreman Highway Working Foreman Water & Sewer
MC 7	Motor Equipment Repairman - DPW Motor Equipment Repairman - Comm. Safety Working Foreman - Carpenter Working Foreman – Cemetery Working Foreman – Laborer Working Foreman – Paint Shop Working Foreman – Mason Water Systems Maintenance Craftsman
MC 6	Senior Building Custodian - AHS Public Safety Dispatcher Motor Equipment Operator III – Water Motor Equipment Operator III – Catch Basin Motor Equipment Operator III - Crane Tree Climber
MC 5	Special Motor Equip. Operator III Heavy Motor Equipment Operator II – Patch Crew Carpenter Mason Dispatcher - DPW
MC 4	Senior Building Custodian - Town Construction Handyman Senior Building Custodian - School Heavy Motor Equipment Operator II Park Maintenance Craftsman Facility Attendant
MC 3	Motor Equipment Operator I
MC 2	Bldg Custodian - School
MC 1	Laborer - Natural Resources Grounds Maintenance Worker Laborer - Highway, Water, Sewer Watchman/Laborer Parking Control Officer* Van Driver*

*Non Union Positions

FY21	1	2	3	4	5	6
MC 1	18.38	19.11	19.9	20.69	21.52	22.95
MC 2	19.79	20.56	21.38	22.24	23.13	24.60
MC 3	20.26	21.07	21.95	22.81	23.69	25.22
MC 4	20.89	21.70	22.59	23.48	24.40	25.96
MC 5	21.64	22.54	23.42	24.36	25.31	26.90
MC 6	22.86	23.78	24.71	25.70	26.73	28.38
MC 7	23.88	24.83	25.82	26.86	27.94	29.61
MC 8	24.60	25.59	26.59	27.68	28.77	30.48

GRADE POSITION TITLES

L 4	Assistant Library Director IT Manager - Library
L 3	Head of Adult Services Head of Children's Services Branch Librarian
L 2	Head of Technical Services Head of Teen Services Technology Librarian
L 1	Adult Services Librarian Adult Services/Tech. Services Librarian Childrens' Librarian

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	52,799	54,780	56,835	58,966	61,177	63,471	65,851
2	59,509	61,740	64,056	66,458	68,950	71,536	74,218
3	65,347	67,798	70,340	72,978	75,714	78,554	81,499
4	73,843	76,611	79,483	82,464	85,557	88,766	92,094

PATROL OFFICERS ASSOCIATION	
FY18	
MINIMUM	54,639
MIDPOINT	57,353
MAXIMUM	60,094

RANKING OFFICERS ASSOCIATION						
FY21						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
SERGEANT	74,503	75,248	75,992	76,739	77,483	78,229
LIEUTENANT	87,168	88,041	88,911	89,784	90,655	91,527
CAPTAIN	101,115	102,126	103,137	104,148	105,160	106,170

FIREFIGHTERS	
FY21	
Firefighters	
1 (Hire)	55,246
2 (1y)	57,108
3 (2y)	62,074
4 (5y)	62,695
5 (10y)	64,074
6 (15y)	65,355
FF Max (25y)	66,335
Lieutenants	
base	74,481
2 (5y)	75,226
3 (10y)	75,978
4 (15y)	76,738
LT Max (25y)	76,968
Captains	
base	85,654
2 (5y)	86,511
3 (10y)	87,376
4 (15y)	88,250
Captian Max (25y)	88,515
Deputy Chiefs	
base	98,501
2 (5y)	99,486
3 (10y)	100,481
4 (15y)	101,486
Deputy Chief Max (25y)	101,790

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	RANGE	Mid-point	Maximum
3	107,193	111,214	115,382	119,710	124,202		128,858	154,899
2	97,449	101,104	104,893	108,829	112,910		117,144	140,818
1	87,950	91,250	94,670	98,221	101,905		105,726	127,092

Management 3 Benefits Attorney/Workers' Compensation Agent
Chief of Fire (Fire and Rescue)
Chief of Police
Chief Technology Officer
Deputy Town Manager
Director of Public Works
Facilities Director
Town Counsel
Director of Planning and Development

Management 2 Comptroller
Director of Inspectional Services
Library Director
Treasurer and Collector of Taxes
Deputy Town Counsel**

Management 1 Assistant Town Manager
Board Administrator
Director of Assessment
Director of Health and Human Services Director
of Human Resources
Director of Recreation

Note: Progression through steps and the range based on performance

**Subject to Town Meeting approval.



**Town of Arlington
Office of the Town Manager**

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Town Manager

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To: Members of the Finance Committee

From: Adam W. Chapdelaine, Town Manager

RE: Town Employee Compensation

Date: February 17, 2021

I am writing to provide information and context regarding the Town's compensation plans and strategy and clarification regarding compensation as currently articulated in the proposed FY2022 budget.

As you likely know, compensation of Town employees is regulated/managed by three primary drivers, Article 6 of the Town's bylaws, the Town's Pay & Classification Plan (enabled via Article 6) and collective bargaining agreements. The first two allow for the classification of each town position within a step system and the third governs negotiated cost of living adjustments as well as other ancillary compensatory items that may be agreed to. The Town negotiates new contracts with employees every three years and for the last six years, has conducted a comparative compensation analysis to guide the Town's position in negotiations. This analysis compares positions and their corresponding compensation in the 12 communities that we have identified as comparable communities. Overall, our goal in considering compensation on a year over year basis is to balance the need to keep compensation competitive with comparable communities with the need to maintain fiscal prudence and keep budgets in line with the Long Range Plan.

In a conceptual budget year, employees who have not reached the maximum step of their position will advance one step higher. They may also receive a cost of living adjustment based on what has been negotiated within their collective bargaining agreement. The same goes for non-union employees, with cost of living adjustments being matched with what has been agreed to with the collective bargaining units. Department Heads, whose pay is determined by the M Schedule portion of the Pay and Classification Plan, receive an automatic step each year until they reach the mid-point of the pay scale and then further step increases are subject to the discretion of the Town Manager as appointing authority. Department Heads receive cost of living adjustments in the same manner as other non-union employees.

For the proposed FY2022 budget, there has not yet been a cost of living adjustment included for either union or non-union employees in the salary tables provided within the budget book. Cost of living adjustments have been budgeted in a reserve, but have not been allocated to employees as of yet as new collective bargaining agreements are still being negotiated. Employees who have not reached maximum step within their range are budgeted for step increases in FY2022 and I have proposed \$2,000 steps for Department Heads who have not yet reached their maximum step.

In summary, I believe it is fair to say that all employees are being treated equitably based on the manner in which compensation is managed by the Town. I hope that you find this information helpful and I would be happy to answer any questions that you may have at tonight's meeting.